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| Cover letter for applicant: Brian Sumida  Job title: Information Systems Analyst 3 (7309U) Job #17604 |  |

Dear Hiring Manager,

I am applying for the *Information Systems Analyst 3* position advertised in the CalJobs website.

I have a wide range of IT professional experience using Oracle 11g, Microsoft SQL server databases, risk-management reporting analytics, job control using scripting and schedulers, and have managed an IT Help desk in the Kaiser Permanente Workers’ Compensation Department.

I have acquired proficiency with Microsoft Office, especially Access, Excel and Visio, and have developed many custom business applications, e.g., financial payments, using Access and Visual Basic. My duties have also included maintaining the Workers’ Compensation department Crystal Enterprise report server, running on the local intranet using Microsoft IIS: report creation, report maintenance and creating on-line documentation.

I am familiar with security protocols such as Health Insurance Portability and Accountability Act of 1996 (HIPAA) and Sarbanes-Oxley, as well as security software, Remedy ITSM service management, IBM Tivoli Workload scheduler and Tripwire.

At the Kaiser Pemanente Workers’ Compensation Department IT Help desk, I was responsible for installing, upgrading , and troubleshooting windows XP/7, corporate software, as well as the supporting hardware such printers, scanners, installation/backup/recovery of disk drives.

I hope that you will feel that my qualifications are a good fit for the position and that you will seriously consider my application.

Thank you for your attention.

Brian Sumida

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